

PROCEDURES FOR INSTALLATION CLEARANCE (RET ONLY)

1. Upon receipt of Retirement orders the AGENCY POC or the service member must contact the Fort Myer Transition Point to schedule your Retirement Services Office (RSO) appointment and your final out-processing appointment. Please be reminded that a completed retirement physical is required prior to your appointment with transition or a memorandum from the Medical Facility stating that an appointment was not available prior to their transition appointment. **The AGENCY POC should call (703) 696-3332/3164.** Service member must complete a DA Form 31 (Leave Form) for Transitional Leave (if desired, a request for Permissive TDY [PTDY] should be completed also).
2. The Military Personnel Service Center will issue clearance papers no earlier than (NET) ten duty days prior to schedule departure for transitional leave and/or Permissive TDY. **Service member will need PCS orders, Agency clearance papers, and their PCS leave form(s) (DA31) to pick up clearance papers.** If you are separating from active duty for any reason, **you must clear the items that are listed below**, regardless of your rank. If you fail to do this, finance may withhold up to 45% of your final pay until they can verify that you have no outstanding debts.
3. Once all of the required forms are received, someone from the **Military Personnel Service Center** will contact you and provide you with the necessary clearance papers; also you will be given a given a final out appointment with the **Military Personnel Service Center**.
4. You will need the following paperwork when you come in to the **Military Personnel Service Center** for your final appointment.
 - a. **Completed clearance papers including agency (if your agency does not have unit clearance papers a memo stating that you have cleared your agency must be provided)**
 - b. **A copy of your last OER/NCOER or memorandum stating why you have not received one**
 - c. **DA Form 2962- Security Termination Statement – Must have to clear.**

ITEMS TO CLEAR/ LOCATION/ PHONE NUMBER

| <u>ACTIVITY</u> | <u>LOCATION</u> | <u>PHONE</u> | <u>CLEAR</u> |
|--------------------------|------------------------------------------|---------------------|---------------------|
| CIF | Ft Myer Bldg 313 | 696-3472 | RET |
| *Provost Marshall | Where Applicable | | RET |
| Education Office | Pentagon, 3C147 | 614-4514 | RET |
| *Housing | Ft Myer bldg 416 | 696-3557 | RET |
| Dental | Primary Care Facility | | RET |
| Medical | Primary Care Facility | | RET |
| Transportation | 8th floor, Taylor Bldg | 602-1906 | RET |
| *Security | Your Agency | | RET |
| ACAP (DD 2648) | Ft Myer, Bldg 230 | 696-2635 | RET |

*Provost Marshall – Ft Belvoir 703-806-4024, Ft Myer 703-696-3525

* Security – If your agency doesn't have a Security office, go to Crystal City at 2530 Crystal City Drive, the Taylor Building/NC#3, 8th floor, Phone: 602-5428/2382/2791

* Housing -Ft Belvoir 703-805-3019, Andrews AFB- 301-981-5165, Ft Myer 703-696-3557, FT Meade 410-672-4570, Bethesda-301-295-0798, Quantico-703-784-2711, Walter Reed-202-782-3117

Questions referencing to out-processing may be addressed by calling CUSTOMER SERVICE at the following numbers: 602-1253, 602-1255, 602-0446.